



**Wauwatosa School District**  
Use of District Facilities

**Recreation Department**

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Wauwatosa WI 53222  
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The Wauwatosa School District, under the prescribed conditions and as allowable by law, encourages the public use of school facilities to support the educational, recreational, and social development of the community. To this end, the District promotes the public use of school facilities as defined by the procedural guidelines that follow and include: descriptions of user groups and priority; Wauwatosa School Board Policy #7510-Use of District Facilities; facility rules and regulations; rental rates for Priority 5 and 6 and the Application for Use of District Facilities.

**Procedural Guidelines for Facility Use Permits:**

**Priority 1: Wauwatosa School District Co-Curricular and School Activity Groups:**

Co-Curricular and School Activity Groups are those groups that are directly related to an educational or co-curricular program sponsored by the District, including academic, athletic, cultural and social group activities. These groups have a District employee that supervises and/or is a liaison for the group. These groups are given top priority for use of District facilities and facility usage is free of charge with building principal or his/her designee approval.

**Priority 2: Wauwatosa School District-Recreation Department Programs:**

Wauwatosa Recreation Department programs are District programs that are directly sponsored by and administered by the Department. These programs are given second priority for use of District facilities per Wauwatosa School Board Policy #7510.

**Priority 3: Wauwatosa School District School-Related Organizations:**

School-Related Organizations are those organizations not under direct sponsorship of the school or District, which are organized for the sole purpose of District education improvements, including: parent-teacher groups, parent booster groups, girl scouts, and cub scouts. School-Related organizations will be allowed to use District facilities free of charge during normal custodian hours. Activities after these hours will be assessed the actual custodial costs.

Wauwatosa School District School-Related Organizations must provide the Wauwatosa School District, 12121 W North Ave, Wauwatosa, WI 53226 with proof of \$1,000,000 of general liability insurance coverage, naming the District as an additional insured.

**Priority 4: Wauwatosa Community Organizations:**

Wauwatosa Community Organizations are Wauwatosa nonprofit organizations that have Section 501.c.3 status. This certificate must be on file in the Wauwatosa Recreation Department. These organizations intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated in these guidelines. Organizations may be asked to submit organization by-laws and/or list of Board of Directors.

The fee for room/gym/pool use will be \$10 per hour plus custodial and/or supervision costs as required. Wauwatosa Community Organization groups will not be charged for outdoor athletic field use unless custodial costs for setup or cleanup are required. The fee will also be waived for annual user groups that have made significant yearly contributions of money, materials or manpower for the improvement of District athletic fields.

The following organizations shall be granted free use of the buildings for meetings/activities during the week: Police Department; government meetings such as town hall meetings; neighborhood associations; employee associations.

Wauwatosa Community Organizations must provide the Wauwatosa School District, 12121 W North Ave, Wauwatosa, WI 53226 with proof of \$1,000,000 of general liability insurance coverage, naming the District as an additional insured.

**Priority 5: Wauwatosa Residents and Organizations:**

Wauwatosa Residents are organizations or individuals (hereinafter “Resident”) within the District that intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated in these guidelines. The individual applicant must reside in Wauwatosa. To qualify as a Resident, at least 50% of the participants must be residents of Wauwatosa. Residents may be required to provide certified lists of the members, with addresses, when applying for use of District facilities.

User groups must provide the Wauwatosa School District with proof of \$1,000,000 of general liability insurance coverage, naming the Wauwatosa School District, 12121 W North Ave, Wauwatosa, WI 53226 as an additional insured. The district’s insurance consultant has indicated that if it is impractical for the group to secure this level of coverage and if the usage is deemed by the district to be of limited risk exposure, the requirement can, at the discretion of the district, be modified to \$300,000 general homeowner’s liability coverage.

**Priority 6: Non-Wauwatosa Residents and Organizations:**

Non-Wauwatosa Residents are organizations or individuals (hereinafter “Non-Resident”) that intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated in these guidelines. If less than 50% of a Non-Resident member’s resides in Wauwatosa the application is considered a Non-Resident.

User groups must provide the Wauwatosa School District with proof of \$1,000,000 of general liability insurance coverage, naming the Wauwatosa School District, 12121 W North Ave, Wauwatosa, WI 53226 as an additional insured. The district’s insurance consultant has indicated that if it is impractical for the group to secure this level of coverage and if the usage is deemed by the district to be of limited risk exposure, the requirement can, at the discretion of the district, be modified to \$300,000 general homeowner’s liability coverage.

In accordance with Wauwatosa School Board Policy #7510, each school will, under the direction of the building principal, maintain a calendar of buildings and grounds use, including permits issued by the Wauwatosa School District-Recreation Department. The Recreation Department will confirm the availability of requested facilities with the school prior to issuing permits.

## **School Board Policy #7510 – Use of District Facilities**

First priority in the use of school buildings and grounds shall be given to the public schools for curricular, extra-curricular and recreational use.

### **Curricular and Extra-Curricular Use**

The principal shall be responsible for all curricular and extra-curricular use of the individual school building, and shall ensure that all school activities within the building are properly supervised. The principal shall maintain a calendar of building and grounds use, including permits issued to the recreation department.

### **Recreation Use**

The Recreation Department is granted the use of school facilities for such activities and such hours as are approved by the Superintendent of Schools or his/her designee. All recreational activities will be scheduled through the Recreation Department, and in so doing, proper reservations and schedules to the building principals shall be made. For the use of school facilities, the Recreation Department shall reimburse the school board at an annual fee established by the board for any personnel costs that are incurred.

### **Non-Curricular, Extra-Curricular or Recreational Meetings**

Individual schools or school organizations may use school facilities for cultural, educational, or recreational meetings to which the public is admitted and out-of-school talent is used whether or not admission is charged under the following conditions:

- A. A request must be presented in writing to the principal and approved by the Superintendent of Schools or his/her designee.
- B. If paid talent is used, such talent must be paid a set fee and shall not be engaged on a percentage or other basis. A contract or agreement covering such service shall accompany the principal's request.
- C. All extra costs pertaining to said usage shall be paid out of the receipts and no liability shall accrue to the School Board.

### **Equal Access**

In accordance with the Equal Access Act of 1984 a "limited, open forum" shall be created for students to discuss subjects not directly related to the school curriculum. All such meetings shall be voluntary and initiated and conducted by students. Such a forum shall be scheduled either prior to the commencement of the school's daily instructional schedule or after the school's daily instructional schedule. Authorization for the meeting shall be granted subject to adherence with administrative procedures. Usage of the school's facility is subject to availability and shall not be allowed to circumvent or interfere with the orderly conduct of instructional activities. Requests for such activities shall be made in writing to the building principal indicating the purpose, time and persons responsible.

### **Community and Other Use**

The school board may rent school facilities to responsible organizations for civic, educational, cultural, religious, political or recreational meetings at which admission may or may not be charged. Such usage will be granted only upon payment of the approved fee, demonstration of insurance coverage and upon the execution of an approved agreement form outlining the following conditions.

- A. Organizations applying for such usage must clearly outline on the designated and approved agreement form the membership and purpose of the organization, the type of meeting desired, and the purposes to which the net proceeds of such usage will be devoted.
- B. The designee(s) of the Superintendent of Schools is authorized to grant usage where statements made in the application and agreement clearly meet the intent and purposes of this policy and where the proceeds are to be used for community purposes.
- C. Such usage may be scheduled subject to availability and shall not be allowed to interfere with or circumvent the orderly conduct of curricular, extra-curricular or recreational use.
- D. All requests for use of outdoor facilities at Breitlow baseball field, West football field, Whitman soccer field, and the athletic field north of East must be scheduled through the Recreation Department.

## Facility Rules and Regulations

1. Smoking, alcoholic beverages, and other controlled substances are not allowed in school buildings or on school property per local and state statute.
2. Permits for use of school facilities shall be secured well in advance; no later than 10 days prior to use.
3. A district employee will open and close the building and be on duty during use times. The district employee is not present to provide supervision of activity participants. The user must provide responsible adult supervision. Doors may not be propped open.
4. No use of district equipment is allowed unless arranged in advance.
5. No food or beverages allowed in school buildings outside of the cafeteria unless permission is granted prior to rental.
6. The person or group using the facility will be held responsible for damages that occur during the use and shall reimburse the district for such damage.
7. All groups are expected to leave the facilities in the same condition in which they were found. Any expenses incurred as a result of activities will be charged to the user.
8. In using gymnasiums for gym purposes, only persons with rubber-soled shoes shall be allowed on the gym floor. Bicycles and skateboards are not allowed in the building.
9. Regarding auditorium use, nothing of an objectionable or questionable nature shall be allowed in any performance. No stagehands other than those furnished by the school district shall be permitted to operate electric control board, lights, curtains or fixed props.
10. The building shall be used only for purposes designated in the application. No transfer of permit shall be permitted.
11. In the event that the group will not be using the school facilities at the scheduled time, they shall notify the Recreation Department issuing the permit as soon as possible. **Cancellations requested within 48 hours of rental will be non-refundable.**
12. Weapons or any facsimiles are prohibited on district property. Use of an open flame on District property is strictly prohibited.
13. WEATHER STATEMENT: When school district facilities are closed for educational and/or recreational purposes due to emergency weather conditions, these facilities are closed for all activities.
14. The District reserves the right to remove an individual or organization from District facilities for violation of District policies and guidelines.
15. Any individual or organization failing to conduct their usage consistent with District policies and guidelines will be denied subsequent use.
16. The applicant agrees to abide by all rules and regulations adopted by the School Board in Policy #7510.

**Facility Use Fee Schedule  
Priority 5 & 6**

<b><u>RATES SCHEDULE (Per Hour)</u></b> <b><u>(Two-hour minimum for Non-Wauwatosa Groups)</u></b>	<b><u>Wauwatosa-based</u></b> <b><u>Groups</u></b>	<b><u>Non-Wauwatosa-based</u></b> <b><u>Groups</u></b>	
<b><u>Indoor Athletic Facilities (Per Hour)</u></b>			
High school gym	\$50.00	\$100.00	
Middle school gym	\$40.00	\$80.00	
Elementary school gym	\$20.00	\$40.00	
Swimming pools (with locker rooms)	\$30.00	\$100.00	
Locker rooms (plus custodial fees, if needed)	\$30.00	\$60.00	
Lifeguards (district staff) for pools, two required	\$15.00	\$15.00	
<b><u>Instructional Use Areas (Per Hour)</u></b>			
Classrooms, all levels	\$20.00	\$40.00	
Computer Lab, East/West High (3-hour minimum)	\$125.00	\$150.00	
Computer Technician, required	\$50.00	\$50.00	
Equipment rental: check availability	\$10.00	\$10.00	
<b><u>General Use Areas (Per Hour)</u></b>			
Cafeteria – elementary school	\$15.00	\$30.00	
Cafeteria – middle school	\$20.00	\$40.00	
Cafeteria – high school	\$25.00	\$50.00	
Learning Center, high school	\$30.00	\$60.00	
Snack Bar, West High	\$25.00	\$50.00	
Conference Room A, Fisher Building	\$20.00	\$40.00	
<b><u>Performing Arts Areas (Per Hour)</u></b>			
	<b><u>Non Profit</u></b>	<b><u>For Profit</u></b>	
High School Auditorium, rehearsal	\$50.00	\$300.00	\$300.00
High School Auditorium, performance	\$100.00	\$500.00	\$500.00
Stage technician, required at high school	\$50.00	\$50.00	\$50.00
Set up and strike set at high school	\$50.00	\$300.00	\$300.00
Middle School Auditorium, rehearsal	\$25.00	\$50.00	\$50.00
Middle School Auditorium, performance	\$160.00	\$320.00	\$320.00
Little Theatre, Longfellow	\$35.00	\$70.00	\$70.00
Band, orchestra, choir rooms	\$15.00	\$30.00	\$60.00

- **Priority 4: Wauwatosa Community Organization rates \$10 per hour for room, gym, pool plus custodial and/or supervision costs as required.**
- **Applicants are required to submit a Certificate of Insurance, naming the Wauwatosa School District, 12121 W North Ave, Wauwatosa, WI 53226 as an additional insured, in the amount of \$1 million worth of liability coverage. If a group/individual does not have the backing of a large organization, proof of homeowner’s liability insurance in the amount of \$300,000 will be required.**
- **Custodial overtime for weekend rentals, or other times deemed necessary, will be billed at \$25.00 - \$50.00 per hour, depending on the event.**
- **Air-cooling is not included in the above rental rates.**
- **A 50% advance payment is due prior to the rental date. If an organization has a balance past due, the District reserves the right to deny any new rental request until the amount is paid in full. Any subsequent rentals must be paid in full prior to the rental date.**